

**Subject:** RE: Conference room calendar  
**From:** Amy Mendonca <amendonca@ccala.org>  
**Date:** 03/23/2017 09:32 AM  
**To:** Henna Sherzai <hsherzai@downtownla.com>

Yes, no one is able to view the Master Calendar.

I have a print out of it at my desk and I have been writing down everyone's appointments and reservations.

I will reserve the conference room for you today from 2:30-3:00.

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**From:** Henna Sherzai [mailto:hsherzai@downtownla.com]  
**Sent:** Thursday, March 23, 2017 9:30 AM  
**To:** Amy Mendonca <amendonca@ccala.org>; Herman Pang <hpang@downtownla.com>  
**Subject:** Conference room calendar

Hello,

I can't invite the Master Calendar to reserve a meeting.

Amy- can you see if there is a 2:30-3:00 in there today? If not, please hold for me.  
Thanks!